

MIRCal Designated Agent User Information

To access the Office of Statewide Health Planning and Development's (OSHPD) Medical Information Reporting System for California (MIRCal), all potential Designated Agents must first submit a completed MIRCal Designated Agent User Agreement.

It is the responsibility of the **primary** Designated Agent contact to read these instructions and return the completed MIRCal Designated Agent User Agreement to OSHPD for each MIRCal user within their company. Please complete the following steps to register for MIRCal:

1. Determine who your MIRCal users will be.
 - Each Designated Agent may designate as many as three MIRCal users.
 - Designated Agents will have access to submit and retrieve the status of data submissions through MIRCal but will **not** have access to make corrections to data on the behalf of healthcare facilities.
2. Once the MIRCal users are determined, complete the MIRCal Designated Agent User Agreement for each MIRCal user within your company.
3. The primary Designated Agent contact must sign and approve the agreements.
4. Send the completed agreement form(s) to:

Office of Statewide Health Planning and Development
Patient Data Section
818 K Street, Room 100
Sacramento, CA 95814

Contact Information

Phone: (916) 324-6147

Email: mircal@oshpd.ca.gov

Fax: (916) 327-1262 or (916) 322-9555

Upon receipt and verification of these forms, OSHPD will confirm your enrollment by phone and provide you with MIRCal usernames, passwords and the website address for MIRCal data submission.

The Administrator or Primary Contact at the healthcare facility must complete and sign the Agent Designation Form (OSHPD 1370.3) approving a Designated Agent to submit data on their behalf before the Designated Agent will be granted access to MIRCal.